

APVRS 2017

8 – 10 December 2017

Conference Hall 1 & 2, Kuala Lumpur Convention Centre, Malaysia

Form 2 : FASCIA NAME (Compulsory to Standard Shell Scheme Stand Exhibitor)	Return this form to : INNOGEN SDN BHD Tel: +60 3-8961 1108 Fax: +60 3-8961 0103 Email: info@innogen.com.my
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Deadline: 6 November 2017

The form is applicable to exhibitor who have contracted for the Shell Scheme Stand. Please tick (✓) as appropriate:

We do not require any Fascia Name.

Yes, my booth fascia name as below.

OPTIONAL :-

I / We wish to have my company logo on the fascia board.
 Kindly revert with the printing cost (quotation) upon receipt of my logo file.
 I / We will provide the file in JPEG format (high resolution) upon confirmation.

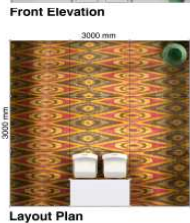
- 1) Please indicate below the name of the company and stand number to be reflected on the fascia board. (PLEASE TYPE IN CAPITAL LETTERS). A maximum of Thirty (30) letters can be accommodated.
- 2) This form must be returned on/before deadline; otherwise, the name which appears on the space booking form will be used on the fascia.
- 3) Any changes to the fascia name during on-site of the exhibition will incur additional charges.
- 4) Price for goods and services supplied or work done is subject to Goods & Service Tax (GST) or other taxes, if applicable, at the prevailing tax rate.

Company Name

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Booth No

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3 x 3M Standard Shell Scheme



Note : Carpet color – Hall existing carpet.

Furniture and Electrical Items provided for Standard Shell Scheme Stand:

Items		9sqm	18sqm	27sqm	36sqm
Furniture	Information Desk	1	2	3	4
	White Folding Chair	2	4	6	8
	Waste Paper Basket	1	2	3	4
Electrical & Lighting	40w Fluorescent Tube	2	4	6	8
	13amp Single Phase Power Point (max. 500w)	1	2	3	4

** Items provided in the Shell Scheme Package are not exchangeable and no money returnable.*

We agree that your decision to accept or reject our application is final and conclusive.

Company Name (Exhibitor)	Booth No
Address	
Tel	Person In-charge
Fax	Mobile
Date	Signature & Co. Stamp

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Kuala Lumpur Convention Centre, Conference Hall 1 & 2

***NOTICE - KINDLY READ THROUGH**

A) POSTERS / DECORATIONS

- 1) Strictly **NO NAILING / STAPLER GUN, GLUE AND PAINTING** or any other materials / tools that will damage the aluminium frame / laminated wall partition / furniture or rental item.
- 2) Dismantling of inkjet sticker / poster / etc. is required immediately after the end of the exhibition.
- 3) Exhibitors contravening the rules will be charged cleaning fees / penalty fees (RM150 per panel) at our discretion.



B) PRE-ORDERS BEFORE EXHIBITION

- 1) If there is any pre-order before exhibition, kindly make your outstanding payments at our INNOGEN Service Counter/ Office during build-up of the exhibition. All items will be delivered upon payment received.
- 2) We reserve the right to re-collect your orders should the arrears not be settled beyond the stipulated time.

C) SECURITY & FURNITURE

- 1) All portable items kept inside the lockable counters and/or cupboards are under your responsibility and have to be cleared immediately once the exhibition is over.
- 2) Keys for all lockable cabinets and showcases must be left in the cabinet after the show ends. Any loss of key is chargeable at RM30.00/pc.
- 3) Maximum carry weight for each flat/ slope shelving is 5kg only.
- 4) We will not be liable for any loss/ damage of items kept therein.
- 5) Exhibitors are not allowed to take or remove the rental furniture or lighting from any other exhibition stand.

D) ELECTRICITY SUPPLY

- 1) **Power points are meant for non-lighting purposes only. Usage of such points for any lighting purposes will incur a charge for lighting connection.**
- 2) All lighting connection is charged according to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt per bulb/tube) wherever possible.
- 3) Lighting connection for LED bulb is max. for 2 bulbs/tubes per connection and LED strip is max. 2m length per connection.
- 4) **Own light fittings must include wiring and terminate at one point for connection by official electrical contractor.**
- 5) **A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.**
- 6) Exhibitor whose lighting fixtures/ electrical appliances/ machines/ etc are found to have been the cause of trips in power supply will be responsible for all re-energisation charges if any.
- 7) All electrical installations must conform strictly to the required safety regulations without exception.
- 8) **The Organiser/ Venue/ Official Contractor reserves the right to disconnect the electrical supply to any installation which, in the opinion of our Electrical Chargeman, is dangerous or likely to cause annoyance to visitors or other exhibitors.**

E) LATE / ON-SITE ORDERS

- 1) Kindly approach our INNOGEN Service Counter / Office for further assistance.
- 2) On-site orders are based on first-come-first serve basis and subject to stock availability with immediate payment (CASH / Local Cheque).

F) COMPLAINT / CLAIM

- 1) Any complaint or claim in respect of ordered goods non-delivery must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.

We trust that with your kind cooperation, we are able to run this exhibition efficiently.

We, INNOGEN SDN BHD, a comprehensive professional service, look forward to providing continued value services to you. Meantime, we wish you every success in your exhibition.

Thank you.

The Management



INNOGEN SDN. BHD. (Co. No: 490655-W)

No.1 Jalan Perusahaan 1, Taman Industri Selesa Jaya, 43300 Balakong, Selangor, Malaysia
Tel: +60 3 8961 1108 Fax: +60 3 8961 0687 Email: info@innogen.com.my
Website: www.innogen.com.my

Exhibitor's Initial: _____